
**CAREER OPPORTUNITY
UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA**

ANNOUNCEMENT NO:
POSITION TITLE
DUTY STATION:

**06-01
CASE ADMINISTRATOR
Evansville, Indiana**

DATE: February 24, 2006
SUBMIT APPLICATIONS TO:
Clerk, U. S. Bankruptcy Court
Southern District of Indiana
P. O. Box 44978
Indianapolis, Indiana 46244

CLOSING DATE FOR RECEIPT
OF APPLICATIONS: **March 10, 2006**

NOTICE OF VACANCY

DUTIES AND RESPONSIBILITIES: A Case Administrator manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps and performing the necessary noticing, administrative and clerical tasks. Incumbent must have a thorough knowledge of the purpose and content of court documents or events to quality control or make docket entries and take the appropriate actions. Major duties include, but are not limited to: Manages bankruptcy cases efficiently from opening to closing, reviews, identifies and researches the accuracy, timeliness and quality of data entered into the case records, audits cases for closing and checks the docket to ensure that all necessary documents are entered and deadlines are met before generating the closing order. Additional duties include: provides customer service when responding to inquiries on case status, works with courtroom staff to efficiently process orders.

CONTINGENCY PROMOTION POTENTIAL	<u>Q U A L I F I C A T I O N S</u>			SALARY RANGE		
	EXPERIENCE			PER ANNUM		
	EDUCATION	GENERAL	SPECIALIZED	(IN-LEVEL STEPS)		
<u>COURT PERSONNEL SYSTEM</u>						
				<u>MINIMUM</u>	<u>STEP 25</u>	<u>MAXIMUM</u>
CPS LEVEL 23	HIGH SCHOOL	2	1	\$28,095	\$35,116	\$45,648
CPS LEVEL 24	GRADUATE OR	2	2	\$31,113	\$38,890	\$50,556
CPS LEVEL 25	EQUIVALENT	2	3	\$34,340	\$42,955	\$55,876

For placement at salary levels above minimum up to and including step 25, additional specialized experience is required, considering competitive factors and an evaluation of quality of experience.

GENERAL EXPERIENCE: Progressively responsible administrative, clerical, office or other work which indicates the possession of office procedures such as filing, phone usage, typing, record keeping, sorting and distributing mail.

SPECIALIZED EXPERIENCE: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures, routine use of keyboard skills and use of specialized legal terminology and demonstrated ability to apply a body of rules, regulations, directives or laws. Specialized experience includes a broad knowledge of the local rules and procedures concerning the cases and related documents filed under the Bankruptcy Code. A knowledge of WordPerfect, Adobe Acrobat, Internet browsers and the CM/ECF system is desirable. Experience most applicable will have been obtained in a court setting, law office, bank institution or credit firm.

EDUCATIONAL SUBSTITUTIONS: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

PERSONAL CHARACTERISTICS: Incumbent must simultaneously monitor many cases and continuously track cases to ensure that procedural hearings are held and notices are generated within the statutory deadlines. Excellent interpersonal skills, maturity and judgment are necessary. Attention to detail is critical. Being a team player and being flexible in a changing environment are essential characteristics. Applicant must be able to communicate effectively with the general public, attorneys and court personnel.

(Over for additional information)

The United States Bankruptcy Court offers benefits to full-time employees which include:

- 10 paid holidays per year
- 13 - 26 paid vacation days (depends on length of federal service)
- Paid sick leave
- Medical and life insurance options
- Thrift savings (retirement) plan with Government matching contributions
- Credit union participation
- Flexible spending accounts for child/dependant care and medical expenses
- Mass transportation subsidy
- Long-term care insurance.

The United States Bankruptcy Court is part of the Federal Judiciary. As such, most employees fall under the Court Personnel System (CPS) as opposed to the General Schedule (GS) for federal employees of the Executive Branch. Although comparable to civil service in salary, leave accrual, health benefits, life insurance benefits and retirement benefits, employees of the U. S. Bankruptcy Court have EXCEPTED service appointments. They are at-will employees appointed by the Clerk of the Court, and can be terminated with or without cause by the Court. The incumbent selected for the vacancy will receive on-the-job training and must serve a probationary period of not less than six months. Progress will be assessed at the end of each six-month interval until learning all aspects of the total job, after which annual performance reviews will be conducted.

The Clerk reserves the right to modify the conditions of this job announcement by withdrawing or filling more than one position described herein. Due to the anticipated number of applications, the Clerk only will communicate with the best qualified applicants who are invited for a personal interview at which time they will be subject to a knowledge/skills/abilities assessment. Final candidate will be subject to a background check or investigation, periodic reinvestigations, if applicable, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act of 1994 mandates that net salary payments be transferred electronically [direct deposit].

Web site Address: WWW.INSB.USCOURTS.GOV

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER